

# **State of Alaska FY2003 Governor's Operating Budget**

## **Department of Transportation/Public Facilities Northern Region State Equipment Fleet Component Budget Summary**

## **Component: Northern Region State Equipment Fleet**

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### **Component Mission**

The mission of the State Equipment Fleet is to allocate, maintain, and manage state-owned vehicles, equipment, and attachments for safe and appropriate use.

### **Component Services Provided**

- Provide regular maintenance and minor repair of 1,781 pieces of equipment, including lubrication, oil filter changes, tune-ups, safety inspections, hydraulic fluid changes, window repair, brake adjustments, lamp and drive belt replacement, and tire repairs and replacement.
- Provide unscheduled maintenance and major repairs, including major engine and drive component rebuilds, hydraulic and electrical system repairs, body repairs, and defroster, heating and cooling system repairs.
- Provide parts, supplies, and expediting service to efficiently maintain and repair equipment.
- Identify equipment for replacement and coordinate with SEF Headquarters to develop equipment specifications required to procure new vehicles and attachments.
- Provide vehicle inventory and cost reports to user agencies, research discrepancies in billing and assignment of vehicles, and provide bulk fuel billing and tracking services.

### **Component Goals and Strategies**

- Provide State agencies with vehicles and other mobile equipment and attachments and minimize equipment downtime to enable State agencies to efficiently carry out their missions.
- Implement the approved recommendations made by the DMG Maximus (consultant) review.
- Procure, replace, and modify vehicles and other mobile equipment in the most cost-efficient manner to minimize costs to users.
- Use and maintain the Equipment Management System (EMS) to track vehicle history, assignment, operating costs, and service records.
- Act as an authorized service center for State-owned General Motors (GM) vehicles, allowing in-house warranty work.
- Access the most current repair and operating manuals on-line through Internet web sites and CD based repair manuals.
- Coordinate with user agencies to deliver parts and equipment to shops for repairs and maintenance.
- Provide user agencies with a dependable light-duty rental pool for short-term needs.
- Maintain a cost efficient procurement program for parts, services, tools, and other expendables.
- Maintain a revolving inventory to minimize downtime of light- and heavy-duty equipment.

### **Key Component Issues for FY2002 – 2003**

- Waste management – identify waste streams to reduce hazardous waste in our shops.
- Training – look for training methods and availability that provide technical training locally at a reasonable cost. Also, establish an apprenticeship program through a union letter of agreement to train heavy-duty mechanics to fill projected needs due to attrition.
- Standardization of fleet equipment – provide for commonality of parts and repair procedures.
- Equipment Management System (EMS) - implement and train on new software to more accurately track vehicle costs, usage, and replacement based on the results of the RFQ for a new management system.
- Parts delivery and return – coordinate with users to deliver parts to and from remote camps.
- Preventive Maintenance (PM) – perform and track PMs on dry vehicles that are not in compliance with State Equipment Fleet's established maintenance policies while maintaining PMs on current wet fleet vehicles to reduce more expensive repair costs on vehicles.
- Heavy Duty Fleet – eliminated heavy-duty vehicle rental pool in compliance with recommendations made by DMG Maximus.

- DMG (consultant) Review – Implement all approved recommendations in compliance with State Equipment Fleet Headquarters' schedule. It is estimated that this will take about 2-3 years to fully implement.

### **Major Component Accomplishments in 2001**

- Placed full-time mechanic at our Barrow Shop to service vehicles in area and assist Maintenance and Operations Highways and Aviation with their duties.
- Received 128 new vehicles, equipment, and attachments into the region in fiscal year 2001; evaluated for compliance to bid specifications, and assigned to appropriate agencies.
- Currently there are 2,937 vehicles assigned to Northern Region State Equipment Fleet.
- Met and/or surpassed all performance measures established by the Legislature for FY2001.

### **Statutory and Regulatory Authority**

AS 02 – Aeronautics  
AS 19 – Highways and Ferries  
AS 36 – Public Contracts  
AS 44.68 – State Government  
2 AAC 12 – Procurement  
AAC 17 – Department of Transportation and Public Facilities

## Northern Region State Equipment Fleet

## Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	5,472.6	5,843.8	6,104.7
72000 Travel	188.7	162.0	162.0
73000 Contractual	1,363.9	1,346.0	1,518.2
74000 Supplies	2,609.8	2,887.9	2,846.9
75000 Equipment	13.8	48.0	48.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>9,648.8</b>	<b>10,287.7</b>	<b>10,679.8</b>
<b>Funding Sources:</b>			
1026 Highway Working Capital Fund	9,648.8	10,287.7	10,679.8
<b>Funding Totals</b>	<b>9,648.8</b>	<b>10,287.7</b>	<b>10,679.8</b>

## Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
<b>Unrestricted Revenues</b>						
Unrestricted Fund	68515	14,372.2	16,398.2	16,398.2	16,658.5	16,993.0
<b>Unrestricted Total</b>		<b>14,372.2</b>	<b>16,398.2</b>	<b>16,398.2</b>	<b>16,658.5</b>	<b>16,993.0</b>
<b>Restricted Revenues</b>						
None.		0.0	0.0	0.0	0.0	0.0
<b>Restricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Estimated Revenues</b>		<b>14,372.2</b>	<b>16,398.2</b>	<b>16,398.2</b>	<b>16,658.5</b>	<b>16,993.0</b>

## Northern Region State Equipment Fleet

### Proposed Changes in Levels of Service for FY2003

- In order to maintain all fleet assets assigned to Northern Region Highways and Aviation, SEF will transition these vehicles from the Dry to the Wet rental program. Highways and Aviation will transfer two permanent full-time operator positions to State Equipment Fleet and one new position will be added.
- Perform necessary tasks within Northern Region to meet or surpass the performance measures established by the Legislature for FY2003 including: ensure 90 percent compliance of preventive maintenance for wet rentals, reduce downtime for light-duty vehicles in urban areas, and increase the number of locations where SEF rental rates are equal to or less than the rental rates published in industry guide books.

### Summary of Component Budget Changes

#### From FY2002 Authorized to FY2003 Governor

*All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2002 Authorized</b>	<b>0.0</b>	<b>0.0</b>	<b>10,287.7</b>	<b>10,287.7</b>
<b>Adjustments which will continue current level of service:</b>				
-Year 3 Labor Costs - Net Change from FY2002	0.0	0.0	229.9	229.9
-Transfer to Southeast Region State Equipment Fleet for personal services	0.0	0.0	-10.0	-10.0
<b>Proposed budget increases:</b>				
-Increase HWCF Authority for State Equipment Fleet Rate Increases	0.0	0.0	172.2	172.2
<b>FY2003 Governor</b>	<b>0.0</b>	<b>0.0</b>	<b>10,679.8</b>	<b>10,679.8</b>

## Northern Region State Equipment Fleet

## Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	84	86	Annual Salaries	4,349,077
Part-time	2	3	COLA	161,040
Nonpermanent	0	0	Premium Pay	214,991
			Annual Benefits	1,641,447
			<i>Less 4.11% Vacancy Factor</i>	(261,855)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>86</b>	<b>89</b>	<b>Total Personal Services</b>	<b>6,104,700</b>

## Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Clerk I	0	1	0	0	1
Administrative Assistant	0	0	0	1	1
Administrative Clerk II	0	1	0	1	2
Administrative Clerk III	0	1	0	0	1
Administrative Manager I	0	1	0	0	1
Dist Equip Manager	0	1	0	0	1
Dist Equipment Supt	0	2	0	2	4
Equip Operator Jrny III/Lead	0	0	0	3	3
Mech Auto Foreman I	0	0	0	1	1
Mech Auto Foreman II	0	2	0	3	5
Mech Auto Journey	0	4	0	2	6
Mech Auto Lead/Spec	0	11	0	39	50
Mech Auto Sub Journey	0	2	0	2	4
Stock & Parts Svcs Journey II	0	4	0	3	7
Stock & Parts Svcs Lead	0	1	0	0	1
Stock & Parts Svcs Sub Journey	0	1	0	0	1
<b>Totals</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>57</b>	<b>89</b>